

Non-Participating Agencies Guidelines

The Heart of America Regional Computer Forensic Laboratory (HARCFL) strives to provide the highest level of forensic services possible in consideration of restraints imposed by limited staffing, funding and other resources. The HARCFL receives in excess of 650 requests for service a year and is among the largest computer forensic labs in the nation. To meet the demand for those services in a manner that is fair and efficient, the HARCFL Executive Board has continuously reviewed our intake policy and has instituted changes when needed. The following policies have been set to meet the digital forensic needs of non-participating agencies.

- 1) Effective March 1, 2008, cases from non-participating agencies will be assessed and prioritized according to a set of objective criteria and accepted based on the laboratory's ability to efficiently handle the request. All HARCFL services must be requested by our on-line request system **prior** to submission of evidence to the lab.
- 2) Effective July 1, 2008, agencies that have submitted four or more cases are required to utilize the HARCFL Case Agent Investigative Review (CAIR) system for all cases, when possible.
- 3) Effective February 1, 2011, non-participating agencies are required to:
 - Submit a letter from the Chief, Sheriff or similar Chief Executive, which details an understanding of our policy as well as a detailed summary of the specific case.
 - Preview all evidence that exceeds 5 items or 3 TB prior to submission.
 - Preview removable/loose media (optical/CD/DVD/BD) and floppy disks prior to submission.
 - Restrict submissions to cases involving felony offenses or matters of National Security.
 - Attempt to use the HARCFL self-service kiosk for cell phones or loose media prior to submission to the lab.